STANDARD OPERATING PROCEEDURE

NO INFRACTIONS OF THESE RULES WILL EVER BE TOLORATED. MANY OF THESE RULES STEM FROM LEGAL (FCC) REQUIREMENTS. MOST ARE IN EFFECT IN THE MAJORITY OF THE STATIONS THROUGHOUT THE COUNTRY. SOME ARE JUST COMMON SENSE. PLEASE FOLLOW THEM. THE STATION IS IRREPLACEABLE. YOU AREN'T...

1. No operator is to be permitted behind the board at any time, for any reason, without his/her 3rd class ticket.
2. All LOGS must be followed explicitly - signed on, initialed, signed off. Any infractions result in suspension.
3. P.S.A.'s are to be entered in the space provided on the log sheets each time a jock does one. (Needed for license renewal).
4. Studio A is to be closed and locked at all times. Those that need access to the studio for working have keys.
5. Sorry... the FCC frowns on visitors in the studio. Hereafter, NO VISITORS. Very few exceptions will ever be made. They must be approved by the general manager only.
6. The door to the center hall is to be closed when the studio "B" facility is in operation (for AM or production). Keep noise down.
7. Failure in keeping the station clean could very well result in a cut in air time. Everything else has been tried before. Maybe this threat might scare you into cooperating, especially once you find out that I'm perfectly serious.
8. Requests are left entirely to your discression. Just make sure to handle your caller with courtesy, and be reasonable. Think of your audience, not yourself.
9. As stated in our constitution, to have air time you must be active in a department. There's plenty of work to be done. There are also many new people anxious for a show... Draw your own conclusions.
10. All jocks will be required (under supervision if necessary) to audition all selected new and incoming material. We all have to broaden our musical knowledge and tastes if we hope to consistently offer our audience the best and not just the average.
11. Always be courteous when answering the phone. You shouldn't have to be told.
12. FINALLY-You all have your 3rd's. You know what's required and expected. HAVE FUN ..... BUT STAY LEGAL!!!!!!!!